

## MINUTES FEBRUARY 25, 2004 MEETING

The monthly meeting was called to order at 9:35 A.M. Present were Commissioners Ellen O'Brien Cushman, Alexander E. Corbett, III, Charles R. Johnson, Superintendent Robert P. Gardiner, Belmont's Senior Planner Timothy Higgins, DPW Director Peter J. Castanino and Administrative Assistant Nancy T. Fay. Carolyn Bishop and Martha Moore also attended as the League of Women Voters Observers.

Telecommunication Tower: Tim Higgins brought the Board up to date on the telecommunication tower project. Tower Ventures II currently has two commercial providers signed on for the new tower. Tower Ventures II will be at the Zoning Board of Appeals Public Hearing on March 8<sup>th</sup> as co-applicants with the Town to have the project approved. The present plan for the tower is a 120 feet tall monopole with a 20' whip containing up to three arrays. The building will be screened using more natural barriers consistent with the buffer of Zone 1A/open space as approved by the McLean Land Management Committee (Ms. Cushman represents the Cemetery on that committee). The trees and other plant material will be arranged in multi-layers. The driveway to the facility follows the route of the water line, per our Halvorson design for the roadway and should be finished with the same chip seal material as articulated in the cemetery design. Anticipated lease annual revenue for up to three commercial providers is \$12,000. The Board of Selectmen has set a policy to contribute a percentage of this revenue to the Land Management Committee for maintenance of the open space, per the Conservation Restriction, B2.

Mr. Gardiner reminded the group that pole #87 on Concord Avenue has been moved. The Cemetery received authorization to move the current pole, located too close to the new entrance to Highland Meadow Cemetery, across the street to the corner of Somerset Street. The installation of the pole has been completed but wiring has not yet been completed. Tim Higgins is to check with the Public Safety Committee that the new wiring will be underground.

A motion was made, seconded and unanimously approved that the Board would send a letter of endorsement for the project citing cemetery concerns to the Zoning Board of Appeals as soon as possible. Specific items include the roadway design, material, screening and electricity access.

Mr. Higgins left the meeting at 10:05 A.M.

The Minutes of the January 21, 2003 Meeting were unanimously approved.

Budget and Operations: The repair and maintenance line item is almost depleted because Superintendent Gardiner authorized considerable work by Asplundt Tree Company for pruning and trimming the trees. Asplundt Tree Company costs about \$600 for an eight-hour workday.

While the Grounds-Keeping Supplies line item appears to have considerable funding remaining, it will be used to purchase lime, fertilizer, mulch, seed and the like which we do not have room to store in quantity. Superintendent Gardiner was asked to see how our Hemlocks are surviving this insect blight and to seek treatment (injections) if necessary.

Superintendent Gardiner reported that AFSCME has settled its contract with a 1% increase for FY04. He will be submitting retroactive salary increases shortly.

Department of Public Works Director Peter J. Castanino spoke to the Commissioners concerning his plans for a DPW formation and what he envisions to be the long-term gains for this grouping of divisions. He was careful to say that this plan is not final, but is a guide to the future. He envisions that each "division" (highway, water, and Cemetery-Parks) would maintain their own budgets with division managers overseeing them. He stated that he would not intentionally hurt one division to help another (i.e. taking labor from one putting them at a disadvantage to make another look better).

Director Castanino presented the Public Works Consolidation Administrative Organizational Chart (before and after) as well as the Reorganization Position Costs/Savings.

Chairman Cushman asked several questions including:

When will Mr. Castanino speak with Cemetery employees and let them know what his plans are? Peter will set a meeting over the next week or two to meet with Cemetery and other employees he has not directly contacted. He explained that he was waiting for the DPW legislative approval before making contact.

What would the effects of a proposed work order system have on divisional funding? Peter J. Castanino (PJC) stated that the system he envisions would show how many/how much a particular project cost. He feels this will be helpful deciding what is valuable and provide benchmarking in a meaningful way. If outsourcing were considered down the road, it would help determine the qualities of each program.

Will there be a central labor pool each day? PJC did not believe that would be beneficial.

Which division would absorb the cost of "extended time" in another division? PJC said currently, the only provision for that is in the overtime snow budget.

How is the DPW Director's position going to be funded? PJC said for FY05 from the general funds; beyond that he did not know nor has he been privy to any discussions of it.

Many items need to be resolved, but only over time.

Superintendent Gardiner reported that there have been 82 burials to date this fiscal year. Of the total, 26 were cremations, 53 were casket burials and 44 were non-residents. Revenue to date is \$78,606 or \$5,721 more than last fiscal year at this time.

Land Management Issues: Only the telecommunications tower issue was discussed (see prior topic).

Pricing Policy Discussion. Postponed until next meeting.

The next meeting was set for March 24, 2004 at 9:30 A.M. The meeting was adjourned at 11:30 A.M.

Respectfully submitted,

Alexander E. Corbett, III, Clerk